



# Ashtabula County Board of Developmental Disabilities

Enriching, empowering, and connecting people with their community

**DATE POSTED:** September 18, 2023

**ANTICIPATED  
START DATE:** October 23, 2023

## **NOTICE OF POSITION OPENING**

**POSITION:** INVESTIGATIVE AGENT

**LOCATION:** Ashtabula County Board of DD  
2505 South Ridge Road East  
Kingsville, Ohio

**DUTIES &  
RESPONSIBILITIES:** To review all incidents involving DD individuals; complete administrative reviews and/or investigations of Major Unusual Incidents (MUI); determine facts of the incident; determine if action was taken to ensure health and safety; and ensure the individual's team develops a plan of care or preventive measures to decrease the likelihood of further similar incidents.

**MINIMUM  
QUALIFICATIONS:** Associate degree, (bachelor's degree preferred), from an accredited college or university in health services, human services, criminal justice, social or behavioral sciences, or successfully completed Ohio Peace Officer Basic Training or comparable program. Prefer at least two years' experience in conducting administrative, civil, and/or criminal investigations. Must be able to obtain and maintain an Investigative Agent Certification as required by the Ohio Department of DD and a Service and Support Administration Certification per OAC 5123:2-5-02. Valid driver's license with good driving record.

**REQUIREMENT FOR  
SAFETY SENSITIVE  
POSITION:** Criminal background check/medical examination/drug screening

**SALARY:** \$21.44 - \$35.49

**APPLICATION  
PROCEDURE:** Obtain an application online at [www.ashtabuladd.org](http://www.ashtabuladd.org) and return it to the Board Office at: Ashtabula County Board of DD; 2505 South Ridge Road East; Ashtabula, Ohio 44004  
OR: Email Jade Artman at – [jade.artman@ashtabuladd.org](mailto:jade.artman@ashtabuladd.org)

**APPLICATION  
DEADLINE:** October 2, 2023

2505 South Ridge Road East Ashtabula, Ohio 44004 [www.ashtabuladd.org](http://www.ashtabuladd.org)

Board Office: 440-335-1587 Fax: 440-224-0678

The Ashtabula County Board of Developmental Disabilities is an Equal Opportunity Employer  
and Accredited by the Ohio Department of Developmental Disabilities

<b>TITLE OF POSITION</b>	<b>INVESTIGATIVE AGENT</b>
UNIT OR OFFICE	ADMINISTRATION
COUNTY OF EMPLOYMENT	ASHTABULA
TITLE OF IMMEDIATE SUPERVISOR	Investigative Services and Support Manager
NORMAL WORKING HOURS	8:00 A.M. – 4:00 P.M. Monday – Friday (Hours may vary based on individual's needs)
<b>PURPOSE OF POSITION</b>	To review all incidents involving DD individuals; determine facts of the incident; determine if action was taken to ensure health & safety; and ensure the individual's team develops a plan of care or preventive measures to decrease the likelihood of further similar incidents.

### **JOB DESCRIPTION**

- Coordinates and conducts timely investigations on reported incidents involving alleged, suspected, or actual abuse, neglect, or other suspected or actual major unusual incidents, including, but not limited to gathering information, securing evidence, taking photographs as necessary, interviewing all relevant parties to the incident.
- Maintains regular communication (contract, coordination and follow up) with local law enforcement agencies, Children Services Board and any other county officials who might be involved in the conduct of any investigations.
- Assures that all necessary information relevant to investigations is reported to the Ohio Department of DD.
- Assures that summaries of investigations are completed, including findings and case status, for those persons required or approved to receive them.
- Reviews unusual incidents for the purpose of determining patterns or trends and to assure that appropriate corrective actions and preventive measures have been taken.
- Monitors preventive/corrective measures in response to major unusual incidents to assure implementation.
- Maintains clear communication within the program. (e.g. periodically throughout the day checking and responding to email, voice mail, fax and written communication, etc).
- Responsible for outcome-based measurements.
- Provides MUI Rule training to licensed or certified DD providers, County Board staff, parents and families as needed or requested.
- Attends meeting and training sessions, including state and local meetings as scheduled and/or specified.
- Communicates with agency providers and County Board Staff changes in MUI rule and/or procedures.
- This position description is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to positions allocated to the class, and should not be interpreted to describe all the duties which may be required of employees holding a position assigned to this class.
- Will work in an environment with children and adults with developmental disabilities and behavioral difficulties. Will be aware of potential for exposure to infectious disease and be expected to promote appropriate preventative approaches to maintain appropriate protocols.
- Complies with guidelines established by the Ohio Department of Developmental Disabilities (DODD) and the Ashtabula County Board of DD (ACBDD) policies and procedures regarding reporting of alleged abuse and/or neglect and other incidents as outlined in 5123:1-17-02: Addressing major unusual incidents and unusual incidents to ensure health, welfare and continuous quality improvement.
- Will be required to conduct all Board business in a courteous, respectful, and professional manner.
- Performs other related duties as determined by the Director/Superintendent.

### **MINIMUM ACCEPTABLE CHARACTERISTICS**

- Associates degree from an accredited college or university in, health services, human services, law enforcement, criminal justice, social or behavioral sciences.
- Investigative agent certification as required by the Ohio Department of Developmental Disabilities.

ASHTABULA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES: JOB POSITION DESCRIPTION

- SSA certification as required by the Ohio Department of Developmental Disabilities.
- Working knowledge of rules and regulations pertaining to client rights, unusual incidents, and major unusual incidents; OAC 5123:2-17-02.
- Valid driver's license with good driving record.
- Current and valid CPR/First Aid certification.
- Demonstrates basic typing and computer skills.
- Demonstrates ability to communicate clearly and effectively with a variety of individuals in oral and written form.
- Knowledge of programs and services for children and adults with developmental disabilities and their families available through the Ashtabula County Board of Developmental Disabilities and other local and state agencies.
- Demonstrates ability to present self in a professional manner.
- Demonstrates ability to maintain confidentiality.
- Demonstrates ability to adjust to and cope with changes in work schedule.
- Demonstrates ability to work independently with limited supervision.
- Knowledge and support of the Ashtabula County Board of Developmental Disabilities mission and philosophy.
- Ability to sit, stand, reach and bend;
- Ability to perform non-violent physical crisis interventions;
- Ability to lift 25 pounds

**Signature of Employee and Date:**

**I have read and understand this position description and to the best of my knowledge I believe I can perform these duties.**

**Signature of Agency Representative and Date:**